

REQUEST FOR PROPOSALS
COMPLETION OF
INTENSIVE LEVEL SURVEY
FOR
RANCHO VILLAGE (PHASE II)

The **City of Oklahoma City** is soliciting proposals from professionally qualified individuals to complete a historic context and intensive-level survey for remaining portions Rancho Village, as funding allows. The location is specified on the attached map (see scope of work for specific boundaries). Funding for the project is a federal matching grant-in-aid from the State Historic Preservation Office's allocation from the U.S. Department of the Interior's Historic Preservation Fund. An estimated \$30,000 in funds has been set aside for this project; additional funding may be available depending upon cost associated with other grant-funded projects. Of that amount, 100% will be funded through federal funds.

Proposals for the completion of the Rancho Village Phase II Survey should include completion of a historic context for the survey area as a whole and intensive-level survey documentation for up to 125 properties.

Interested individuals should submit:

1. A proposal consisting of a letter of interest, a resume (which clearly demonstrates that the individual meets the Secretary of the Interior's Professional Qualifications Standards for a historian, architectural historian, or architect),
2. A list of successfully completed National Register of Historic Places nominations prepared within the last ten (10) years,

3. A fixed price for completion of the intensive-level survey (including, but not limited to, consultant time, travel, photography, mapping, duplicating, and supplies).
4. A proposed schedule for project completion. All work must be completed by May 31, 2024, and the schedule must include:
 - a. The submittal of at least five (5) draft survey forms for review within sixty (60) days of the execution of a contract, AND
 - b. A sixty (60) day review period for the OK/SHPO to evaluate the consultant's work.

The final product shall be an acceptably completed and packaged Intensive-Level Survey for the referenced properties prepared in accordance with the Secretary of the Interior's Secretary of the Interior's Standards and Guidelines for Identification and Evaluation, and meeting the Oklahoma Architectural/Historic Survey Requirements as specified at <https://www.okhistory.org/shpo/surveyrequirements> as specified in the Scope of Work. It is understood that the consultant selected to complete this project will be responsible for making any revisions to the survey forms or accompanying materials that may be required by the State Historic Preservation Office, Oklahoma Historical Society. The City of Oklahoma City reserves the right to not award this project or to negotiate terms set forth in the proposal.

Proposal evaluation criteria

- Item #1:** the proposal clearly demonstrates the consultant's understanding of the project work included in the RFP.
- Item #2:** principal project personnel must meet the minimum professional qualifications required for the project.
- Item #3:** the consultant demonstrates successful experience in carrying out similar types of project work.
- Item #4:** understanding of the applicable Secretary of the Interior's Standards and Guidelines is evident.

Item #5: proposed budget is sufficient to ensure successful completion of the project work, and each cost is reasonable and necessary.

All proposals received by **November 6, 2023 at 5pm** will be considered. The proposals must be submitted to:

Katie McLaughlin Friddle
City of Oklahoma City Planning Department
420 W. Main Street, 9th Floor
Oklahoma City, OK 73102

Or via email to Kathryn.friddle@okc.gov

ATTACHMENT A: WORK TO BE ACCOMPLISHED

The City of Oklahoma City wishes to retain the services of a qualified professional consultant to complete an intensive-level architectural/historic survey of Rancho Village. The Survey of Rancho Village shall be Part II, with a survey of a portion of the area having been completed under a prior survey effort (see attached map).

A. Intensive-Level Survey of Rancho Village

As part of its contract as a Certified Local Government, the City of Oklahoma City (the City) shall conduct an intensive-level architectural/historic survey of the identified area, or portions of, as funding allows, and the City shall retain the services of a qualified professional consultant to carry out the project work. The consultant shall satisfy the Secretary of the Interior's Professional Qualifications Standards in either architectural history or history and demonstrate recent (within the last five years), successful completion of project work similar to the survey activity that is the subject of this agreement. The purpose of the survey is to document all resources within the survey area(s) and to determine National Register eligibility in the historic district. The properties within the survey area will be documented at the minimum level. The survey work will be conducted in accordance with the Secretary of the Interior's Standards and Guidelines for Identification and Evaluation, and the products delivered to the OK/SHPO will consist of and be organized in accordance with the following:

1. Documentation of Properties

- a. Within the survey area, representative properties will be minimally recorded and photographed. Minimum recording includes completion of the Historic Preservation Resource Identification Form and two elevation photographs of the property. Additional photographs may be necessary for larger or more complex resources.
- b. The project shall be conducted in accordance with the *Secretary of the Interior's Standards and Guidelines for Identification and Evaluation* and

guidelines for intensive level surveys set forth in [Architectural/Historic Resource Survey: A Field Guide](#).

2. Project Submissions

a. Identification Forms

The Subgrantee shall produce two original copies of each completed survey form, as detailed below. Two separate files for each property shall be submitted: a copy for the Subgrantee to keep and a copy that will be provided to the OK/SHPO.

- The Subgrantee will utilize only the form designed by the OK/SHPO available at <http://www.okhistory.org/shpo/forms.htm> which includes entry of all data into the most recent Access database provided by the OK/SHPO.
- The Subgrantee will use designations indicated by the OK/SHPO on the SHPO website. They can be found by going to [Architectural/Historic Resource Survey: A Field Guide](#). Architectural styles and terminology will conform to the guidelines provided by Virginia Savage McAlester, *A Field Guide to American Houses* (New York: Alfred A. Knopf, 2013), John J. G. Blumenson, *Identifying American Architecture: A Pictorial Guide to Styles and Terms, 1600-1945* (Nashville, Tenn.: American Association for State and Local History, 1977), and Steven J. Phillips, *Old House Dictionary: An Illustrated Guide to American Domestic Architecture, 1600 to 1940* (Lakewood, Colo.: American Source Books, 1989), *The Buildings of Main Street* (Washington, DC: The Preservation Press, 1987) or as approved by OK/SHPO. Survey forms will be reviewed and deemed complete by the OK/SHPO.
- Under "Description of Significance" on the Identification Form, Subgrantee will indicate one of the following: (1) the property contributes to a historic district (and name of district), (2) the property does not contribute to the historic district, along with the justification for

that status, (3) the property is individually eligible for listing in the National Register, along with the criteria it meets, or (4) the property is not eligible for listing in the National Register of Historic Places.

- Each form will be placed in its own one third cut, top tab, legal-size folder with a typed label stating the address or legal description, name of historic district (if applicable), county, city, in that order. The corresponding photographs will also be placed in the file folder (see further specifications for photographs below). All field notes and copies of documentation used in form preparation must also be placed in the appropriate folder. Files will be grouped by street and placed within a manila end-tab pocket folder with a typed label stating the street and city. Files will be submitted in one or more cardboard file storage boxes, arranged in the following order:
 - Numbered Avenues: Numerically by avenue number, alphabetically by direction and numerically by street address
 - Numbered Streets: Numerically by street number, alphabetically by direction and numerically by street address
 - Named Avenues: Alphabetically by avenue name, alphabetically by direction and numerically by street address
 - Named Streets: Alphabetically by street name, alphabetically by direction and numerically by street address
 - Miscellaneous designator, i.e. circles, drives, roads, etc.: Alphabetically by name and direction and finally numerically by street address
 - When the previous arrangements (1-5) are not applicable, survey forms will be organized alphabetically by Plat name and numerically by Block and Lot numbers
 - Properties that cannot be assigned to any of the previously mentioned arrangements will be organized by County, Range, Township and Section to the nearest quarter

b. Photographs

Subgrantee will produce photo documentation for each property for which a survey form is completed. The documentation will be composed of and maintained by the Subgrantee in the following manner. All photo documentation will meet the digital standards described below. Digital photography is preferred.

- Digital Images
- .JPEG or .JPG file format.
- Pixel array (referred to as pixel depth or pixel dimension) of at least 1200x1600.
- Resolution of 300 ppi (pixels per inch).
- RGB color mode.
- File names should correspond to property address.
- Record all photographs on CD-R or DVD-R disks.
- Label discs with survey information: county, city, survey project name. If the label is handwritten, disk and cases should be labeled with archival quality markers NOT with permanent markers. If it is not handwritten, it should be a direct print.
- All prints will be three by five or four by six (3" x 5" or 4" X 6"). Archival quality printing is not required.
- All prints should be labeled. The preferred method is hand labeled with pencil or archival-quality marker. It is acceptable to use adhesive labels.
- All prints will be placed in new appropriately labeled envelopes placed within the folder of the property it documents.

▪ **Maps**

Maps will be prepared to document the findings of the survey and will be incorporated into the project report. The maps must be of professional quality, drawn by a draftsman or cartographer or generated by computer, and they must be highly legible. Maps must be reproducible by standard black and white photocopiers. If maps are produced using

ArcGIS, the .shp files must be submitted as well. The maps will, at a minimum, provide the following information:

- The boundaries of the survey area.
- The boundaries of eligible historic districts and the contributing/noncontributing status of each property within each proposed historic district. Coding of the contributing/noncontributing status must use a method that can be reproduced in black and white photocopies.
- A map showing the location of properties that are individually eligible for listing in the National Register.
- **GPS**
All surveyed properties will have a GPS coordinate recorded with Longitude and Latitude in decimal degrees. If a complex is surveyed, a GPS boundary will be recorded.
- **Project Report**
Following completion of the survey, the Subgrantee will prepare a written report.
 - The report will address the following topics and be organized as follows: 1) Abstract of report; 2) Introduction; 3) Research design; 4) Project objectives; 5) Area surveyed, including maps; 6) Methodology, including the intensity of coverage and the kinds of properties looked for; 7) Results; 8) Kinds of historic properties present in the surveyed area; 9) Specific properties identified and the techniques of information collection; 10) A list of the individual properties that warrant further research to determine National Register eligibility; 11) A thumbnail sketch of each individual property that warrants further research to determine National Register eligibility and the justification for that evaluation; 12) Historic Context (see below); 11) An annotated bibliography of reference materials necessary for assessing the significance of properties or districts within the study area; 12) A concise, definitive summary; and, 13) Acknowledgement of Support

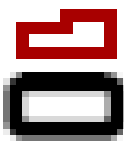
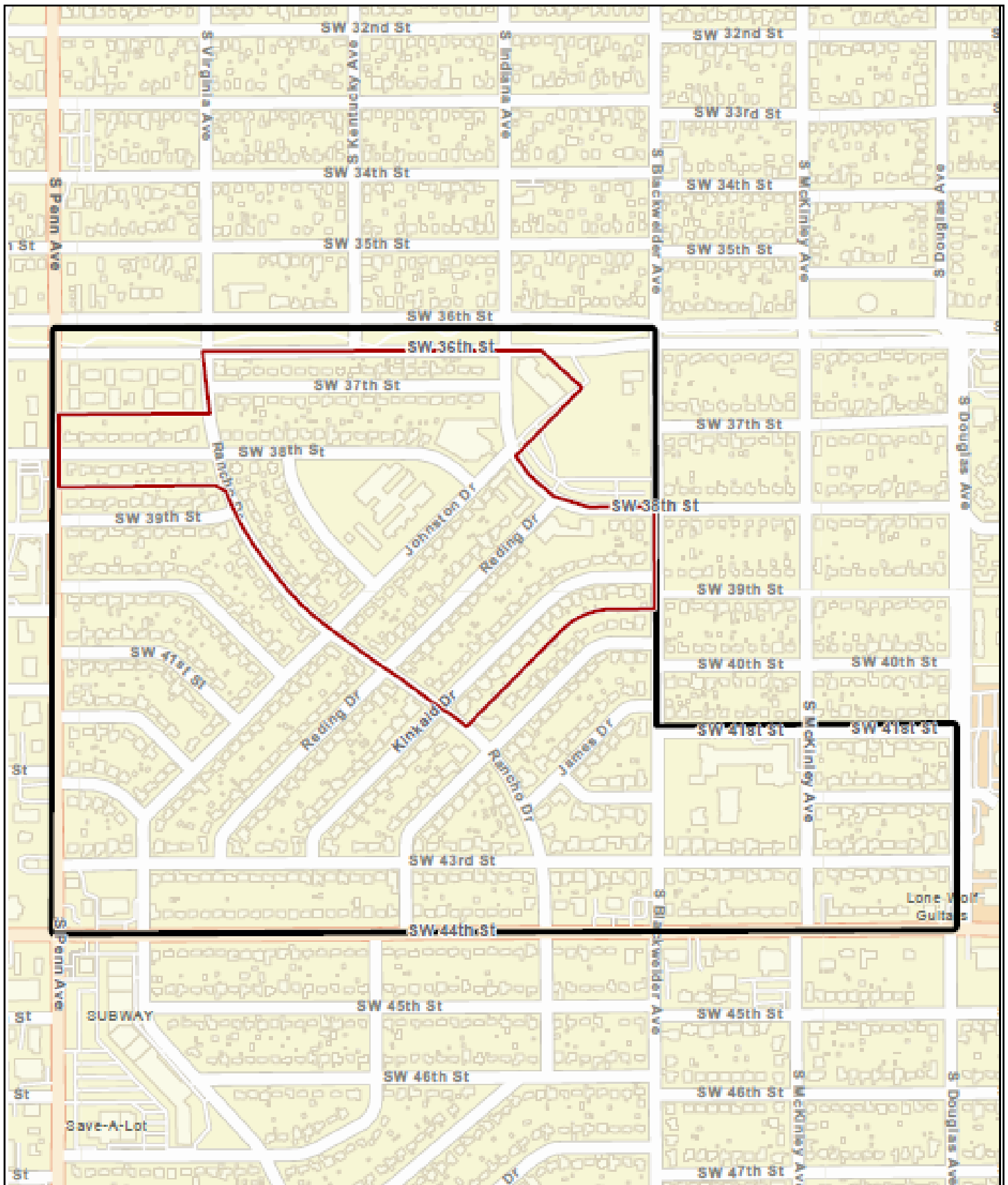
(language can be found at <http://www.okhistory.org/shpo/consultant/subgrantees.pdf> [Chapter 7, page 73]).

- The report will be written in accordance with *A Manual of Style*, University of Chicago Press.
- The maps prepared as part of the study will be submitted in the report.
- A draft copy of the completed report will be submitted for a thirty day review. This draft will be complete in all respects and will be edited prior to submission for grammar, punctuation, and clarity. The OK/SHPO will review the draft report and provide to the Subgrantee a written critique, including a list of changes required in the final report. Following receipt of OK/SHPO comments, the Subgrantee will have thirty (30) days to incorporate the comments and then submit four unbound copies of the final report.
- The OK/SHPO reserves the right to refuse the final report if it is not of sufficient clarity and completeness.
- **Historic Context**

A narrative history of the development of the survey area, including the area included in Phase I of the Rancho Village Intensive-Level Survey, set within the context of the development of the region, shall be prepared as part of the Project Report. The historic context should be sufficiently complete to make possible an evaluation of the significance of proposed historic districts and individual properties. The historic context should be coordinated with the themes established in the "Oklahoma State Historic Preservation Office Comprehensive Historic Preservation Planning Process and Historic Context Development," in consultation with the OK/SHPO. The narrative should be brief (no longer than twenty-five pages nor less than five pages) and should provide the following information:

 - the chronological limits of the study area,

- the appropriate historical themes expressed within the study area and the relationship of those themes to the history of Oklahoma,
 - the appropriate National Register Criteria for Evaluation related to the study area,
 - the general physical characteristics of all property types in the study area within each contextual theme, and
 - any deficiencies in the data discovered in the development of the context.
- **Computer Data**
- The Subgrantee will provide two copies of all survey data organized in the following manner:
- All data will be placed on new CD or DVD disks.
 - All data disks will be labeled as to content and capacity occupied, using archival quality direct print or markers.
 - All data will be produced in the OK/SHPO's Microsoft Access database. The database and instructions are available from the OK/SHPO upon request.
 - All data will be entered in ALL CAPITALS and will be entered in the order specified for filing the survey forms.



Previously-surveyed portion of Rancho Village (Phase I)

Remaining area to be surveyed